

Purpose: Students may authorize third-party (also called “proxy”) access to their parent/guardian or other third parties to some areas of their Workday student account, allowing someone else to view their financial information, pay their bill, and/or to view their grades or class schedule.

Helpful Hints:

- *Students* decides who to give access to their information and what access they grant, and are responsible for initiating proxy access. Students can add, change, and remove third-party access at any time.
- If you have multiple students at who will add you as a third party, you will use the *same* username and password to access their information, as long as they provide the same name and email for you.
- **Having trouble? View our [parent/proxy troubleshooting guide](#).**

SET UP YOUR WORKDAY PROXY ACCOUNT

There are three required steps to set up third-party proxy access for a parent, guardian, or other third-party user:

1. First, your student must add your name and email address to their **Friends and Family in Workday**, and designate you as a third-party user. (If you are a Calvin employee, ask your student to use a personal, non-Calvin email address when adding you here.)
2. Then, your student must complete the **Manage Permissions** process to initiate your third-party access.
 - Instructions for students to complete these first two steps can be found [here](#).
3. Once your student sets the permissions, **you will receive two emails: one with your proxy username and a link to Workday, and one with your temporary password.**
 - *Your username is not your email address!* It will normally be in the format `firstname.lastname`. Please make note of your username for future use!
 - You will be required to create a new password the first time you log in. Workday also requires you to reset your password after 90 days.
 - *If you are a Calvin employee*, your third-party proxy account will be *separate* from your employee Workday account and accessed from a different website.

If you have multiple students at Calvin who give you proxy access using the same email address, there is an additional step:

- a. After one student adds you as a third-party proxy user, when an additional student adds you with the same email address, that additional student will be prompted in Workday to “link” your proxy accounts together; the prompt appears as a popup after they complete the Manage Permissions process and as a task in their Workday Inbox.
- b. After the additional student approves the link, you will continue to use your original proxy username to access information about either student.
- c. You select which student to view when you access their information in Workday; for example, if both students granted you access to make payments, you will select “Make A Payment” and then select the student. (The options available to you will depend on which access each student has granted.)

USING WORKDAY TO VIEW STUDENT INFORMATION

1. Log into the **Workday proxy site** using your proxy username and password. The link to the proxy site is included in the emails you received with your username and password:
<https://wd5.myworkday.com/wday/authgwy/calvin/login.html?redirect=n> or
<https://calvin.edu/go/proxylogin/>
 - **Please bookmark this page for future use!** It is not the same webpage that students use to log in.
 - Note for employees: this link is specifically for third-party proxy access. It is *separate* from the login you use to access your employee Workday account.

2. From your Workday homepage, click **View All Apps**.



 [View All Apps](#)

3. Select the relevant app: **Academics** or **Finances for Third Party**. In each area, you will see multiple “tasks” listed. However, you may not be able to use all of them; *what you can see depends on which access the student has granted to you*. If you have multiple students, you can select the student after clicking to start a “task.”
 - If you need additional access, please ask your student to add it for you. Students can [add, change, or remove access for third-party proxy access](#) at any time.

Academics for Third Party:



- **Current Classes:** View the courses your student is currently enrolled in
- **Student Grades:** View grades and GPA by semester (“academic period”)
- **Generate Unofficial Transcript for Student:** Access a printable PDF version of your student’s unofficial transcript

Finances for Third Party:

Your student may give you access to any of these tasks.



- **View Account Activity:** View charges and payments
- **View Financial Aid Packages:** View financial aid by award year
- **Make A Payment:** Make an e-payment
- **View Student Statement:** View/print a statement by semester (academic period)

For step-by-step instructions for making an e-payment, see [here](#).

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